

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commissioners
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: July 29, 2011

Volusia County/UCF Business Incubator:

Vice Mayor Treusch and the City Manager attended the ribbon cutting ceremony and tour of the new Volusia County/UCF Incubator at the Daytona Beach Airport on Wednesday. This Incubator ultimately will house up to 20 start-up companies in a supportive environment designed to accelerate growth and create local employment opportunities. The County invested \$1.2 million in renovating this facility for this use, and will be contributing \$250,000 a year toward its operational costs. One new business is currently located in the facility. For more information about UCF's award-winning Business Incubator Program, you may want to visit their website at: <http://www.incubator.ucf.edu/index.html>.

Fire Inspection:

The Department of Health, Bureau of Emergency Management Services, conducted a random inspection of operations at Fire Station #61 on Wednesday, and we passed our inspection with no deficiencies and accolades from the inspector. The inspector wrote: *"Excellent inspection. Excellent personnel records. Admin. Asst. Josie Caine and Asst. Chief of EMS Samantha Hughes, I thank you and your staff for your help and cooperation during this inspection. The citizens and visitors of Deltona and Volusia County can be proud of the service you provide."* Special thanks to Chief Staples and all his staff for the excellent services they provide to our residents!

Ongoing/Upcoming Events:

- **City Commission Workshop Meeting** – Monday, August 1st, 6:00 p.m., Commission Chambers, re: generic By-laws for City's Advisory Boards/Committees
- **Regular City Commission Meeting** – Monday, August 1st, 6:30 p.m., Commission Chambers
- **City Commission Workshop Meeting** – Tuesday, August 2nd, 4:30 p.m., 2nd flr. Conference Room, City Hall, re: City Attorney selection process
- **National Night Out Event** – Tuesday, August 2nd, 6:00 – 8:00 p.m., City Hall Courtyard
- **Regular City Commission Meeting** - Monday, August 8th, 4:30 p.m., Commission Chambers

CITY MANAGER'S OFFICE

2345 Providence Boulevard, Deltona, Florida 32725

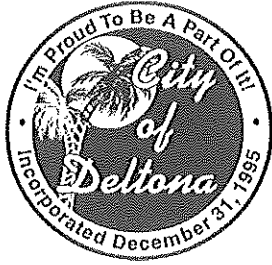
(386) 878-8100 Fax (386) 878-8851

Webpage: www.Deltonafl.gov

- **Concert at the Amphitheater** – Caribbean Crew, Saturday, August 13th, 7:00 – 9:00 p.m.
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.



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CITY MANAGER'S OFFICE thru 7/27/2011

Communication:

- Used social networking sites, E-blast and the City's Web site to help promote the VCSO event, National Night Out.
- Printed general City information posters for pickup by 20/20 media to be used in Deltona bus shelters.
- Created and sent out invitations to a ribbon cutting for Time Out Massage & Facial.
- Met with Teer Engineering to review TV service assignments.
- Posted 2011 Eggstravaganza PSA.
- Downloaded new programs from UCF, American Veteran and White House Chronicle.
- Posted new DeltonaTV schedule for the week of July 31st.
- Working on the employee newsletter Pride for August.
- Created DeltonaTV slide for WM Harvey Scholarship members.
- Videotaped Hurricane Preparedness Expo for broadcast on DeltonaTV.

Media Relations:

- Forwarded a letter to the media written by the Deltona City Commission to Congressman John Mica in support of the Clean Water Cooperative Federalism Act.
- Requested information from the News-Journal regarding inaccuracies in the paper's government salary report.
- Provided information to Ludie Lelis/Orlando Sentinel – additional info regarding stormwater mitigation projects.
- Provided information to Mark Harper/ News-Journal regarding changes with the Deltona Fire Staff.
- Provided information to Mark Harper/ News-Journal regarding the rejected Fire Union contract.
- Provided information to Jennifer/WFTV-Ch. 9 regarding information on Citgo station sign and Commission action.

Press Releases:

- National Night Out
- City-sponsored blood drive
- WM Harvey Scholarship Members

Business Development:

- Attended the West Volusia Regional Chamber of Commerce Governmental Meeting.
- Met with Exit Realty to review commercial properties in Deltona toward additional property insights and toward establishment of a "Deltona Commercial Properties E-book".

- Met with Ed Gable, Citizen of Deltona, to discuss his ideas on economic development.
- Attended the West Volusia Regional Chamber of Commerce "Meet and Greet" function. Handed out 50 promotional flyers for Thursday's Ribbon Cutting at 'Time Out Massage & Facial' on Providence Boulevard.
- Visited various commercial areas in Deltona gathering information for promotional maps and literature.
- Participated, along with Bob Clinger, Finance Director, in a conference call regarding a program for developer project use.
- Did research and contacted Port Orange officials regarding the developer project called The Pavilion and how a 'Public Improvement Fee' program was utilized, in preparation of a 'white paper' for the City Manager.
- Attended the Grand Opening of the First Southern Bank in Orange City; solicited manager about an additional branch in east Deltona.
- Preparing two presentations to solicit doctors to expand their practices into Deltona; one for Deltona west of Providence Boulevard and one for Deltona east of Providence Boulevard.

BUILDING & ZONING SERVICES thru 7/22/11

Building Permits issued for the week.....	72
Valuation of work permitted for the week.....	\$835,670.00
Inspections completed for the week	140
Total Permits issued for Fiscal Year 10/11	2,597
Valuation of work permitted for the year 10/11	\$28,692,275.45
Solar Rebates Processed this week:.....	0
Total Solar Rebates processed since 2/1/10:	86

Permits Issued:

Ac change out	10
Comm build out small	4
Deck.....	1
Demolition.....	1
Dock	1
Door replacement	3
Driveway	1
Electrical.....	4
Fence	10
Foundation grout	1
Garage door replacement.....	4
Patio cover.....	1
Plumbing	1
Reroof	9
Right of way	4
Screen enclosure.....	2
Shed I.....	4
Siding.....	1
Solar panel install	2

Water heater replacement	4
Window replacement.....	4
TOTAL	72

CITY CLERK'S OFFICE thru 0722//11

Department Staff:

2nd Floor HR/CC Walk-In Customers	83	
2nd Floor calls Answered.....	22	
Packages Picked Up	1	
Packages Received	58	
A/P Invoices Opened.....	154	
Newspapers	16	(10 hours)
Public Records Requests Received	1	
Public Record Request Amount Received	\$4.60	
Documents imaged, pages	2305	
Large scale drawings imaged, pages	0	

ENFORCEMENT SERVICES DEPARTMENT thru 7/22/2011

Requests for services this week	494	
Animals impounded at the humane societies	37	
Citation warnings issued	29	
Courtesy notices	182	
Abatement notices	89	
Citations issued	2	
Code Enforcement telephone calls	151	
Solid Waste calls	100	
Citizen walk in requests for Code Enforcement assistance	13	
Citizen walk in requests for Solid Waste assistance	0	
Properties requiring grass to be cut by contractors	10	(at a cost of \$350.00)
Certified mailings sent out	95	(at a cost of \$531.05)
Money collected for Animal tags, liens and return to owners	\$919.00	
Foreclosures last week:		
Deltona	9	
Volusia County	<u>24</u>	
Total	33	

FINANCE DEPARTMENT thru 7/27/2011

- Meeting with Wells Fargo to discuss significant changes from Wachovia transition.
- Meeting with Laura Bounds from VCSO to discuss audit comment regarding reporting issues.
- Requesting draw-down for NSP program income funds.
- Preparing for August 8th Budget Workshop.
- Submitted form F-73 to the U.S. Dept. of Commerce for Quarterly Survey of Non-Property Taxes.
- Preparing for interim audit field work to be completed the week of August 8th.

FIRE DEPARTMENT thru 7/27/2011

Fire Chief:

- Met with Susan Austin from the Muscular Dystrophy Association to discuss the possibility of our Fire Fighters collecting for the MDA, an annual tradition of the MDA and our Fire Fighters since the early 1990s. The potential dates of this collection are September 1-3.
- Met with the Human Resources Director, City Attorney, City Manager and Deputy City Manager on several employee issues.
- Attended the Hurricane Expo co-sponsored by the West Volusia Chamber of Commerce and the City of Deltona.

EMS:

- Passed inspection by the Department of Health Bureau of EMS with flying colors—no deficiencies, and accolades from the State Inspector.

Training & Safety:

- Performance Objective testing for FF Shinault.
- Target Safety Training.
- Relief driver clearance for FF Clayton.
- Preparing for Volusia County Operations Committee meeting.

Information, Communications & Education:

- Still working on MDC's, Communication Center transfer of services, CERT Certification class.
- Starting on 800mhz rebanding and the new 800mhz radio reprofiling.
- Coordination of Fire Prevention Week, Safety Day & 9-11 Event.

HUMAN RESOURCES DEPARTMENT thru 7/27/2011

- Performance Evaluations processed: 4
- Deltona JOBS Program Folders
 - 1st Floor lobby – (5) added
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (1006)
- Applications received:
 - (7) Parks Attendant
 - (3) Water Operator
 - (3) Utility Systems Tech
 - (1) Building Official
- New Employee Orientation conducted: (1) Public Works Technician.
- Background & Reference checks for (5) Parks Attendants & (2) Utility Customer Service Reps.
- Conference call with ICMA-RC to explore employee loan options.
- Coordinating annual Open Enrollment.
- Planning Employee Special Benefit visit from LA Fitness.
- Separation processed including exit interview: R. Paine, Fire Lieutenant (Retired).
- Participated in (4) interviews for Utility System Technician at Water Department.
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Completed an harassment/discrimination claim investigation.
- Revised/updated several job descriptions.
- Coordinating with City's labor attorney regarding dates for an Executive Session with Commission regarding contract negotiations.
- Coordinated with the City's Agent of Record, Gene Gizzi, regarding employee life insurance and short term disability insurance renewals; there will be no premium increase for either. Mr. Gizzi will further attempt to negotiate a lower premium for the life insurance plan (the short term disability insurance is going into the second year of a two-year guaranteed no-rate-increase plan).

PARKS AND RECREATION DEPARTMENT thru 7/22/11

Administration:

- Farmers Market: 6 vendors, 139 cars.
- Hosted the Senior Breakfast — had 102 attendees.
- Conducted the Senior Advisory Sub Committee Meeting.
- Met with Advanced Recreational Concepts to discuss enhancing Vann Park.
- Met with Mike Abrams of Okinawan Martial Arts, to discuss upcoming fall program.
- Attended City's Safety Committee Meeting.
- Met with Boys and Girls Club to discuss Summer Camp.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 1 permit issued | Weekly attendance – 936 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 327 |
| • Wes Crile Park | 7 permits issued | Weekly attendance – 1,991 |
| • Skate Park | 5 new passes | Weekly attendance – 984 |

Special Events/Programs:

- Amphitheater:
 - Concert at the Amphitheater Saturday, August 13th.
- Dewey Boster Sports Complex:
 - The Orlando City Soccer Club continues training.
- Dupont Lakes:
 - Kids All American Fishing Derby has been postponed due to low water levels.
- Harris M. Saxon Community Center:
 - Zumba dance classes Mondays at 7:00p.m.
 - Boys and Girls Club Summer Camp continues.
- Wes Crile Park:
 - DTA Summer Camp program continues.

City Leagues Currently Underway:

- Summer league continues.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball fall season will start in September.
- Deltona Little League fall season will start in September.
- FBVA summer program continues.
- Adult 6V6 summer season has ended.
- Deltona Youth Soccer fall season (practice) begins on Monday, August 1st. Games will begin on Saturday, August 15th.
- Stetson Futbol fall season will begin in late August.

Parks Maintenance:

- Mowed, edged and weed-eated the following Parks: Dewey Boster, Dupont Lakes, Dwight Hawkins, Festival Park, Lake Gleason, Parks Depot, Thornby Park, Tom Hoffinan and Veterans Memorial.
- Firefighters Memorial Park – Installed “Adopt-A-Park” sign.
- Skate Park – Checked irrigation; changed deadbolt on restroom door.
- Thornby Park – Removed wasp nest in restroom.
- Wes Crile Park – Re-attached windscreen to splash pad pump; sprayed for ants around splash pad area and pavilions.

Parks Maintenance – Miscellaneous:

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing paper towel and toilet paper dispensers.

- Moved supplies from one storage unit to another.

- Picked up and returned supplies to storage.
- Delivered items to the Community Center for Senior Breakfast.
- Assembled mailed sorters and mini podium.

City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:

Weekly tasks include cleaning the Fire Station; inspecting Sheriff's building; vacuuming; emptying trash from DSC classrooms; emptying trash for different departments; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; sweeping sidewalk; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging various toilets in restrooms on both floors; replacing light bulbs throughout the building, courtyard and walkway; cleaning front of building; replacing restroom fresheners and batteries; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Dupont Lakes.
 - Wes Crile Park.
 - Repaired concrete at Vann Park.
 - Repaired irrigation at Pony League.
 - Repaired lighting at Dupont Lakes (fuses, contacts and wires).
- Sports Complex:
 - Repainted soccer fields and placed nets for Orlando City Soccer.

PLANNING & DEVELOPMENT SERVICES thru 7/25/2011

Executive Summary:

The Planning and Development Services Department has worked closely with Habitat for Humanity to start their three (3) assigned homes. Habitat is working towards that effort to get a new home constructed at 1242 Abigail Drive and Habitat is preparing to dismantle a dilapidated house located on Shallowford Drive. Fourteen NSP homes have been sold with the latest closing occurring on Friday, July 22nd for a house located at 311 Maguire Street. The NSP program has provided an opportunity for people from various walks of life to secure decent housing for an affordable price including:

1. U.S. veterans
2. Active military personnel (The Maguire house was sold to an individual that is in the military reserves and has recently been on active duty.)
3. Single, working parents
4. Young people who have jobs but are just getting started in life
5. Retired individuals and senior citizens

Planning:

The Planning Section is anticipating the completion of new floodplain management regulations replacing existing floodplain regulations. There is anticipation that the City Commission will first hear the new regulations, which are required to maintain City FEMA National Flood Insurance Programs certification, on September 6. Staff is in the process of finalizing the reorganization of the City Land Development Code to initiate the public hearing process. Staff is also working to complete two efforts on the Deltona Village project: 1) movie theater construction and 2) completion of the roadway adjacent to Deltona High School. The applicant reports that the movie theater is expected to open in December of 2011 and the road next to the school should be completed in August before school starts. Finally, the Small Scale Future Land Use Map Amendments for properties along Fernwood Street and the Dupont Lakes Park and the rezoning for Dupont Lakes Park went to the Planning and Zoning Board on July 20, 2011. The land use amendment for Fernwood was recommended for approval by the City Commission, but the land use amendment and rezoning for Dupont Lakes Park was not supported by the Planning and Zoning Board. These items will be coming before the City Commission on August 15th.

Housing & Community Development:

The Community Development Section is focusing on owner-occupied grants for SHIP applicants to exhaust the remaining funds in the program. These grants are easy to approve, administer, monitor, and provide great relief for the community. In these times, there is a high demand for certain types of home repairs such as new air conditioning units, septic tank replacements, new roofs, etc. The grants for owner-occupied home repair also maximize limited funds to serve the greatest number of clients. Also, the City, under the NSP 1 program has sold 14 homes and has 12 more homes under contract which will bring the total to 26 homes completed in the program, or 49% done with two years remaining. Finally, the City is working with HUD to acquire more homes utilizing NSP 3 funds. Acquisition under the NSP 3 program should commence within the next two months.

PUBLIC WORKS thru 7/22/2011

Traffic Operations:

Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
 - Completed 6 sign repair work tickets throughout the City.
 - Fabricated 6 new street name signs.
 - Installed 9 new street name signs.

- Fabricated and installed (1) 30 mph sign at the following locations: 1098 Abigail Dr; 1101 Abigail Dr; 1031 Abigail Dr; 1192 Abigail Dr.
- Fabricated and installed (1) Curve warning sign with 20 mph at the following locations: 1231 Abigail Dr; 1292 Abigail Dr; 1312 Abigail Dr; 1382 Abigail Dr.
- Fabricated 5 No Trespassing signs for Stormwater Department.
- **Asphalt:** Completed 30 asphalt repair work tickets and used 4 tons of asphalt.
- **Thermoplastic Striping:** 12: white stop bars – 14 for a total of 218’.
- **Misc:**
 - Cardena & Fulford – replaced wire on solar panel for school crossing #7 and also on school crossing #8.
 - Ft Smith & Rookery – replaced wire on solar panel for school crossing lights.
 - 3124 Newhope – repaired mailbox that was hit.
 - Arrowhead & Sylvia – covered graffiti on road with black paint.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians – Normandy Blvd; Elcam Blvd – pulled weeds from much bed; Providence Blvd; Howland Blvd.
 - City Signs – Howland Blvd – pulled weeds from bedding.
- **Concrete:**
 - Sidewalks Repairs: 2660 Eustace – 35’x 8’; Austin & Kimberly – 12’x 4’ & 7’x 4’; 2480 Kimberly – 10’x 4’; 2359 Kimberly – 15’x 4’; 2358 Kimberly – 12’x 4’.
 - Sidewalk Grinding: 2861 Kimberly; 2469 Kimberly; 2542 Sable; 2981 Portsmouth.
- **Clam Truck:**
 - Debris – 7.
 - Trimming – 2.
- **Drop Offs:**
 - Elcam & Belmar – repaired washouts.
 - 1885 Maderia; Maderia & Branchville – repaired drop off or washout out and replace sod (1 ½ pallet).
 - 2645 Groveland – replaced sod (1/2 pallet).
 - 1565 Keeling – repaired drop off or wash out and replaced sod (1/8 pallet).
 - 1509 Keeling – repaired drop off or wash out and replaced sod (1/4 pallet).
 - Norlina & Maderia – repaired drop off or wash out and replaced sod (1 pallet).
 - 277 Courtland; 2752 Courtland – repaired drop off and replaced sod (3/4 pallet).
 - 2787 Irondale – repaired drop off and replaced sod (15 pieces).
 - 2454 Austin – repaired drop off and replaced sod (1/2 pallet).
- **Slope Mowing:** Newhope & Monticello – 200’; 3196 Newhope – 160’; 3176 Newhope – 80’; 3176 Newhope – 240’; 2930 Regent – 80’; 3033 Yorkshire – 80’; 3072 Yorkshire – 160’; 3081 Yorkshire – 80’; 3098 Yorkshire – 550’; 3131 Yorkshire – 230’; Slater – 180’; 2669 Coachman – 180’; 2662 Coachman – 80’; 2674 Coachman – 80’; 2679 Coachman – 80’; 2736 Irondale – 280’; 2762 Irondale – 160’; Flynn – 140’; 3319 Dewberry – 480’; Irondale at the power lines – 280’.

- **Misc:**

- Springfield – removed sand from road.
- 2621 Bentley – placed fence around washout (on call).
- Florentine & Courtland – removed leaning tree (on call).
- City wide – empty all trash containers.

Fleet Maintenance Division:

- Vehicles PM – 4; Repairs – 9.
- Equipment PM – 2; Repairs – 13.
- Road Calls 1.
- Parts Run/Vehicle Delivery 2.

Stormwater Division:

Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**

- 1851 Gatewood – poured a concrete collar around box.
- 3039 Blaine Cir – cut walls out of box to improve water flow; reshaped swales; placed sod.
- Glenhaven/Shallowford – completed digging out the pond and placed sod.

- **Drainage Area Maintenance (Aebi Mowing):**

- 4.9 acres mowed.
- Ditches mowed – 3041 Blaine; 50 Ft Smith; 1003 DeCarlo; 2698 Pamona; 810 Alex Ln; 3034 Shallowford.
- Ponds mowed – 675 Malaga; 1706 Philadelphia; 1399 Hayward; 682 Anderson; 878 Whitewood; 311 Montego.

- **Right of Way Mowing Crew:**

- 17 miles of right of way mowed.
- Main roads mowed – Elkcarn Blvd; Normandy Blvd; Eustace; India; Deltona Blvd; Ft Smith; Humphrey.
- Sectors mowed - 5 & 6.
- Alley mowed – 977; 1184; 1578.

- **Right of Way Litter Crew:**

- 420.75 gallons of litter removed.
- Main roads – Normandy Blvd; Ft Smith Blvd; Elkcarn Blvd.

- **Misc:**

- Gondolier Ter – cleared off storm drain.
- Public Works Depot – cleaned Menzi.
- City Wide – cleaned grates and storm drains.

UTILITIES thru 7/24/2011

Customer Service

July 2011	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun	Total
DW – Lockbox	538	538	286	270	348	X	X	1980
Ebox	356	291	171	139	187	X	X	1144
Call Center Calls	646	527	467	214	352	X	X	2206
Walk-ins/Drop Box	465	328	232	182	164	X	X	1371
On-line Payments	167	160	156	165	160	111	68	987

Customers Disconnected for Non-Pay

July 2011	19 Tues	20 Wed	Total
Cycle	4	5	
Total on Disconnect List	123	77	200
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

July 2011	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun	Total
Water Service								
Meter Sets	1							1
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement				1				1
Fire Hydrant Repair								
Replace Meter Box	3	11	3	5	2			24
Locates Received	16	10	21	17	4			68
Locates Completed	13	8	12	16	15			64
Main Leaks		3		2	2	1		8
Service Leaks								
Sewer Repairs								
Sewer Blockage								
KV2 Valves	2	6	3		2			13
Service Replacements	1	2	2		2			7
Meter Change Outs	2	3	12	4	9			30
Service Orders	45	107	97	75	66			390
Disconnects		123	77					200
Drainfield Leaks								
Meter Retirements	4		2	6	3			15